

MEMORANDUM FOR:

SUBJECT : Information for Personnel Overseas Having the Career Designation "CD-ME"

1. The Agency Career Service Program provides for the identification of each employee with the Agency component or Personnel category most accurately reflecting the interests and activities of the individual. You have been identified with the Medical Office and for that purpose your personnel file will bear the designation "CD-ME".
2. While you bear the designation "CD-ME", the Medical Office Career Service Board and the Chief, Medical Staff, will be primarily responsible for the program in which you will participate. This program will concern itself with the problems of assignment, reassignment, rotation, training, and promotion with the objective of establishing a career framework within which your aptitudes and ambitions will be realized to the best interests of yourself and the Agency.
3. In supervising this program, the Medical Office wishes to provide you with the opportunity for personal expression. Shortly you will be requested to indicate in writing your career ambitions and desires. It is intended that such practice will continue in the future on a periodic basis. Your statements will receive every consideration and prior to subsequent action, opportunity will be given in every case possible to personally discuss your problems with the Medical Office Career Service Board.

4. As Chief of the Medical Office, I will be guided in regard your future career by your stated preferences together with recommendations by the Medical Office Career Service Board. It will not be possible to always satisfy all preferences; however, you will be assured of equitable opportunity and consideration. With such assurance and with the establishment of a career framework within which you may make your personal contribution, I feel confident that we can build a realistic career service program.